

Change of Station/IPA Checklist

A request for approval must be submitted from the cognizant Division Leader through the Associate Director addressed to the Deputy Director using the required **COS Template** on the following page.

Listed below are the required documents for a COS/IPA package. All the documents should be submitted to the cognizant Associate Director's Office.

- _____ Template for Requesting Approval for Proposed Change of Station/IPA Assignment (Memorandum Format addressed to Deputy Director)
- _____ Letter of Request for LANL support from External Host Agency
- _____ Cost Estimate Summary/Worksheet (*must be prepared by BUS Financial Analyst*)
Form can be found on: http://businternal.lanl.gov/bus3/budgeting/change_of_station.htm
- _____ Intergovernmental Personnel Agreement (IPA), (*if applicable*)

Please note: If the assignment has been determined as an IPA Assignment, the External Agency initiates the IPA Agreement and forwards to the Laboratory for signature. The required signatures on the IPA Agreement are those of the employee and the cognizant Division Director or Associate Director.

The IPA Agreement is not official until all signatures have been acquired. The HR Program Administrator will assist in processing and finalizing IPA Agreement.*

- _____ Personnel Action (PA) Form (*placing employee on COS status and if applicable transfer to other organization*)
- _____ Employee Resume

(The COS Template and Cost Estimate Summary/Worksheet are the only documents submitted to the Deputy Director.)

After the COS/IPA assignment has been approved by the Deputy Director, the documents will be returned to the cognizant Associate Director's Office.

Please submit all the required original documents for processing to:

***Yolanda Sanchez, HR Change of Station Program Administrator, 665-2430, MS P290.**

***CHANGE OF STATION/IPA ASSIGNMENT MAY NOT BEGIN WITHOUT APPROVAL FROM THE DEPUTY DIRECTOR AND UNTIL CONTRACT OR OFFICIAL AGREEMENT IS IN PLACE.**

For further information regarding the Change of Station program guidance, please refer to: <http://www.hr.lanl.gov/hrstaffing/ProfessionalLeave/index.stm>